FirePrograms SOFTWARE

DEPENDABLE TECHNOLOGY • UNPARALLELED SERVICE

INCIDENT EXPORT

1. Open Incident Reporting.
2. From the Incident Reporting Menu, click Export Incidents.
3. Use the Calendars to select the desired date range for your export, i.e. Start Date 1/1/2010 and End Date 12/31/2010.
4. To ensure all incidents are exported, check the box labeled 'Include Previously Exported Incidents'.
5. Choose your Export Method.
   a. Export To File – Creates a file which can be manually emailed or uploaded to a website.
   b. Export To Email – Creates a file and uses your internet connection to send an email. *Do NOT USE*
6. If Export To File is selected:
   a. Click Browse to choose the location where the file will be saved and enter a name for the file, i.e. C:\Program Files\Arrakis\2010Incidents.txt.
   b. Click Save to return to the Export Incidents screen, then click Create Export to generate the file.
   c. Once the export has been completed, you can email it to the appropriate local or state agency, or it can be uploaded to the appropriate website.
7. If Export To Email is selected: *(Not Used In Wisconsin)*
   a. Enter desired email address for where the export should be sent.
   b. Enter the settings for your internet connection. If you don't know these details, please contact your Internet Service Provider.
   c. Click Create Export to generate and email the file.

All exports should be ~~emailed directly to the local or state incident collection agency or uploaded to a collection website.~~ *imported directly to NFIRS utilizing the Bulk Import Utility.* **If unsure how to submit incidents, please contact your state NFIRS Coordinator,** *either Audrey Fries or any of the Fire Prevention Coordinators.*

While FirePrograms technical support is available to troubleshoot export or submission errors, incidents should not be sent to FirePrograms for submission purposes.